

JOB ANNOUNCEMENT
Virginia Department of Labor and Industry

Job Title:	Safety/Health Compliance Officer Apprentice (Compliance and Safety Officer II)	Position No.:	00280
Recruitment Type:	Open to the General Public	Location:	Norfolk
Hiring Salary:	Pay Band 3 – Starting Salary up to \$36,000 annually with state benefits		
Closing Date:	OPEN UNTIL FILLED		

Description of Essential Job Duties:

The Department of Labor and Industry's Norfolk Regional Office is seeking a highly motivated professional to work as an apprentice by learning to conduct inspections/investigations of construction/manufacturing/industrial sites to determine compliance with Federal and State Occupational Safety and Health statutes and codes. Under the guidance of Senior Compliance and Safety/Health Officers, performs inspections by walking through sites, using test equipment, observing operations and interviewing staff. Identifies and evaluates hazards or code violations. Prepares case file documentation, researches and analyzes regulations and complex policy standards, and testifies in legal hearings as needed.

Qualifications:

Knowledge of occupational safety and health programs is beneficial. Experience interpreting, explaining and applying laws, regulations or complex policies is helpful. Requires a verifiable ability to learn and continuously improve knowledge of occupational safety and health principles, practices, and applicable safety /health statutes, regulations and codes by participating in related instruction classes and on-the-job training to improve technical and programmatic knowledge of Agency operations. At appointed phases in the program, must demonstrate the ability to conduct non-complex inspections, identify and analyze unsafe practices and workplace conditions, and make initial recommendations for case file preparation. Ability to participate in Informal Conferences, as needed. Prefer knowledge and demonstrated ability to use personal computers and related software applications. Education preferences are flexible and include a BS degree in safety/health fields, related sciences and/or engineering; an Associate Degree with coursework in sciences, engineering, business, **or** practical job experience in safety/health compliance-related fields. Effective verbal and written communication skills are a must with a proven ability to compose narrative reports and correspondence. Bilingual language skills with ability to speak/read Spanish are highly preferred. Position requires moderate physical activity that includes but is not limited to: climbing stairs and ladders, bending, walking up and down inclines, lifting and carrying loads up to 30 pounds, work in outdoor weather, etc. Candidates must possess a strong work ethic, good customer service skills and a positive attitude. This position is an integral part of the agency's internal certification process and a Commonwealth of Virginia Registered Apprentice Program. This position is partially funded from Federal Grant Sources. Starting salary is up to \$36,000, commensurate with relevant work experience. Criminal/credit history background checks and a valid Virginia Driver's License is required.

To Apply: Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office
13 South 13th Street,
Richmond, VA 23219
Fax No. (804) 786-0139
Email: dolihr@doli.virginia.gov

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

Contact: **Human Resource Office** **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner

Appointing Authority

Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.